

Regional and Subregional Libraries

Regional and Subregional Libraries for the Blind and Physically Handicapped

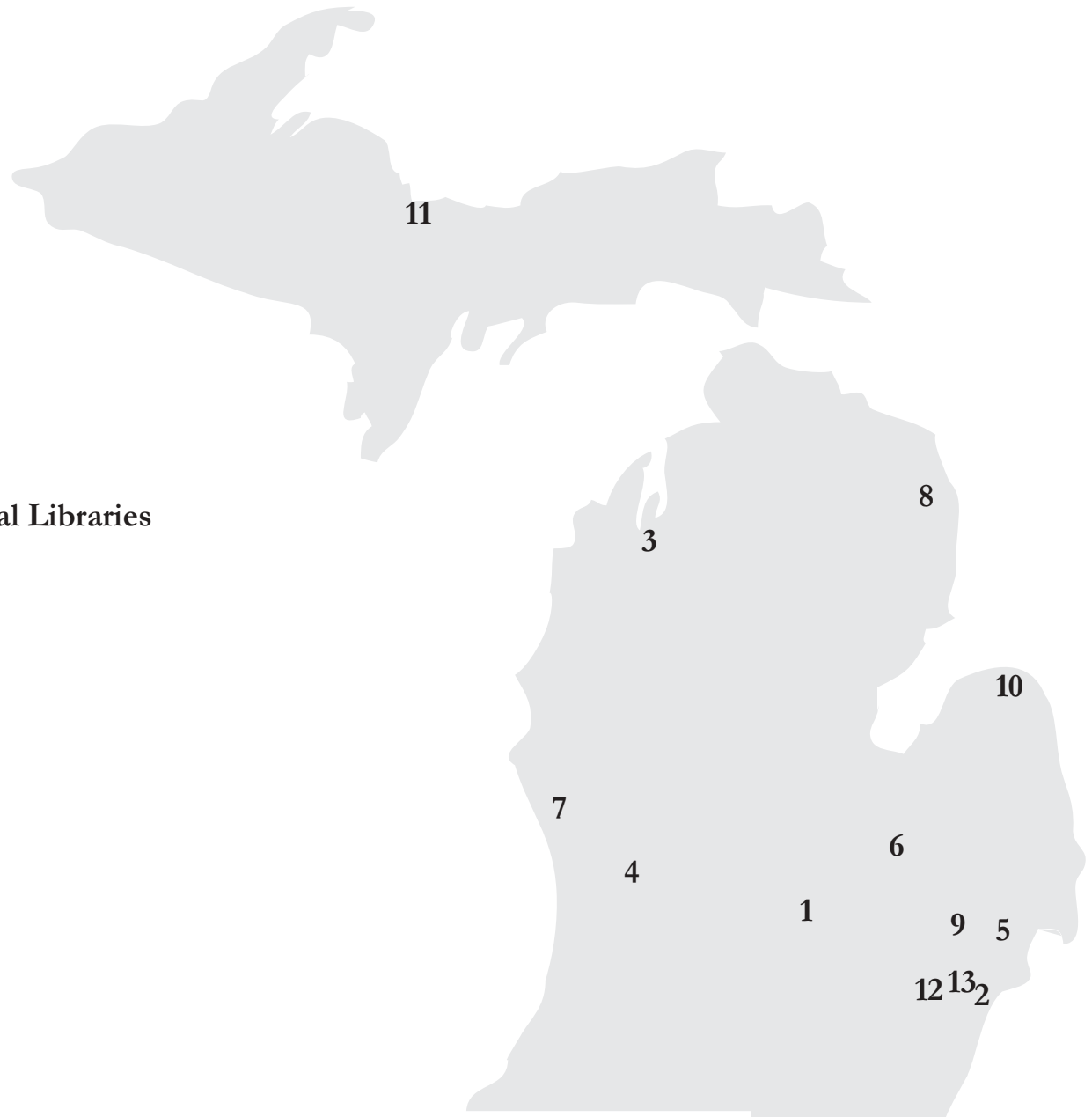
Michigan's Regional and Subregional Libraries

Lansing Regional

1. Library of Michigan
2. Detroit Subregional
3. Grand Traverse Area
4. Kent District
5. Macomb
6. Mideastern Michigan
7. Muskegon County
8. Northland
9. Oakland County
10. Special Technologies Alternative Resources
11. Upper Peninsula
12. Washtenaw County

Wayne Regional

13. Wayne County Regional



Regional and Subregional Libraries for the Blind and Physically Handicapped

Library	City	Type	Service Region
Library of Michigan SBPH	Lansing	Regional	Cassette and disc services to Allegan, Barry, Bay, Berrien, Branch, Calhoun, Cass, Clare, Clinton, Eaton, Gladwin, Gratiot, Hillsdale, Ingham, Isabella, Kalamazoo, Lenawee, Midland, Monroe, Saginaw, Saint Joseph, Shiawassee (Sciota and Middlebury Townships only), VanBuren Counties. Braille services for Michigan.
Detroit Subregional LBPH	Detroit	Subregional	Fourteen Zip Codes of the City of Detroit. (48201, 48202, 48203, 48204, 48206, 48207, 48208, 48209, 48210, 48211, 48216, 48217, 48226, 48238)
Grand Traverse Area LBPH	Traverse City	Subregional	Antrim, Benzie, Crawford, Grand Traverse, Kalkaska, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Newaygo, Oceana, Osceola, Roscommon, Wexford Counties.
Kent District LBPH	Grandville	Subregional	Ionia, Kent, Montcalm Counties.
Macomb LBPH	Clinton Twp.	Subregional	Macomb County.
Midwestern Michigan	Flint	Subregional	Genesee, Lapeer, Shiawassee, Counties. (except Sciota and Middlebury Townships)
Muskegon County LBPH	Muskegon	Subregional	Muskegon, Ottawa County.
Northland LBPH	Alpena	Subregional	Alcona, Alpena, Arenac, Charlevoix, Cheboygan, Emmet, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle Counties.
Oakland County LVPI	Pontiac	Subregional	Oakland County.
Special Technologies Alternative Resources	Port Huron	Subregional	Huron, Saint Clair, Sanilac, Tuscola Counties.
Upper Peninsula LBPH	Marquette	Subregional	Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, Schoolcraft Counties.
Washtenaw County LBPD	Ann Arbor	Subregional	Jackson, Livingston, Washtenaw Counties.
Wayne County Regional LBPH	Westland	Regional	Cassette and disc services to Wayne County except for the 14 zip code areas of the City of Detroit served by the Detroit Subregional LBPH.

Regional and Subregional Libraries for the Blind and Physically Handicapped

Technology

Library	Technology Reporting Date	Remote Access to Library Catalog	ADA Compliant Workstation	Closed Circuit TV/Magnification System	Internet Access with Speech	Public Access Computer with Speech	Telephone Device for the Deaf	Text to Speech Reading Machine
Detroit Subregional LBPH	3/12/02		x	x	x	x	x	x
Grand Traverse Area LBPH	1/31/02		x	x	x	x	x	x
Kent District LBPH	1/29/02		x	x	x		x	x
Macomb LBPH	2/26/02		x	x	x	x	x	x
Mideastern Michigan	2/4/02			x	x	x		x
Muskegon County LBPH	1/16/02			x			x	x
Northland LBPH	10/29/01			x				x
Oakland County LVPI	12/7/01	x	x	x	x		x	x
Special Tech. Alternative Resources	1/30/02	x	x	x	x	x	x	x
Upper Peninsula LBPB	10/19/01		x		x		x	
Washtenaw County LBPB	2/4/02	x	x	x	x	x		x
Wayne County Regional LBPH	1/30/02	x	x	x	x	x	x	x
Totals		4	9	11	10	7	9	11
%		33%	75%	92%	83%	58%	75%	92%

Open Hours, Square Footage and Services

Library	Annual Public Service Hours	Square Footage	Readership	Total Visits	Programs		Total Circulation	Circulation Per Readership
					Offered	Attendance		
Detroit Subregional LBPH	1,992	3,714	372	137	11	1,227	11,432	30.73
Grand Traverse Area LBPH	2,040	1,510	998	1,290			49,200	49.30
Kent District LBPH	1,887	2,000	1,260	352			44,885	35.62
Macomb LBPH	2,019	1,869	2,620	1,078	132	10,196	43,876	16.75
Mideastern Michigan	2,334	500	1,160	699	1		45,043	38.83
Muskegon County LBPH	2,232	1,194	775	624			36,198	46.71
Northland LBPH	1,872	2,432	962	3,744	8	252	83,303	86.59
Oakland County LVPI	2,472	6,000	2,883	2,240			82,781	28.71
Special Tech. Alternative Resources	2,100	1,190	1,157	473	63	3,728	45,255	39.11
Upper Peninsula LBPB	2,241	1,000	1,461	409	38	1,798	30,460	20.85
Washtenaw County LBPB	2,120	3,000	1,223	3,825	25	525	39,876	32.61
Wayne County Regional LBPH	2,074	7,000	4,049	700	12	40	133,020	32.85
Totals	25,383	31,409	18,920	15,571	290	17,766	645,329	34.11

Regional and Subregional Libraries for the Blind and Physically Handicapped

Library Collections Provided by the National Library Service

Library	Braille Materials	Descriptive Video	Recorded Cassettes	Recorded Discs	Total	Readership	Total NLS Collections per Readership	
Detroit Subregional LBPH	29	7	11,193		11,229	372	30.19	
Grand Traverse Area LBPH			27,000		27,000	998	27.05	
Kent District LBPH			12,733	21	12,754	1,260	10.12	
Macomb LBPH			30,785		30,785	2,620	11.75	
Mideastern Michigan			9,050		9,050	1,160	7.80	
Muskegon County LBPH			14,619		14,619	775	18.86	
Northland LBPH	48		30,043		30,091	962	31.28	
Oakland County LVPI			67,543		67,543	2,883	23.43	
Special Tech. Alternative Resources			17,010		17,010	1,157	14.70	
Upper Peninsula LBPB			25,787	8	25,795	1,461	17.66	
Washtenaw County LBPB			24,097	12	24,109	1,223	19.71	
Wayne County Regional LBPH			101,244		101,244	4,049	25.00	
Totals	77	7	371,104	41	371,229	18,920	19.62	

Library Collections Not Provided by the National Library Service

Library	Braille Materials	Descriptive Video	Large Print Materials	Recorded Cassettes	Total	Readership	Total Non-NLS Collections per Readership	
Detroit Subregional LBPH		101	102	43	246	372	0.66	
Grand Traverse Area LBPH		100			100	998	0.10	
Kent District LBPH		115			115	1,260	0.09	
Macomb LBPH		435	5,823	146	6,404	2,620	2.44	
Mideastern Michigan		336			336	1,160	0.29	
Muskegon County LBPH		133	3,221		3,354	775	4.33	
Northland LBPH	11	139	7,420		7,570	962	7.87	
Oakland County LVPI	190	320	3,630	492	4,632	2,883	1.61	
Special Tech. Alternative Resources		266	7,665		7,931	1,157	6.85	
Upper Peninsula LBPB		81	3,165		3,246	1,461	2.22	
Washtenaw County LBPB		470	4,392	355	5,217	1,223	4.27	
Wayne County Regional LBPH	38	462	4,500	3,024	8,024	4,049	1.98	
Totals	239	2,958	39,918	4,060	47,175	18,920	2.49	

Regional and Subregional Libraries for the Blind and Physically Handicapped

FY 2000/2001 Budget

Library	Federal Funds	State Funds	Local Funds	In Kind	Other	Total	
Detroit Subregional LBPH	\$5,213	\$57,872	\$105,812	\$32,220	\$	\$201,117	
Grand Traverse Area LBPH	8,200	50,000	26,493		89,693	174,386	
Kent District LBPH	8,073	50,358		67,122		125,553	
Macomb LBPH	63,723	46,192	136,697			246,612	
Mideastern Michigan	7,237	80,239		9,500		96,976	
Muskegon County LBPH	6,482	50,358	35,484			92,324	
Northland LBPH	57,927	69,952	5,016	13,884	59,871	206,650	
Oakland County LVPI	14,359	46,191	290,556			351,106	
Special Tech. Alternative Resources	5,268	50,358	65,200	11,000		131,826	
Upper Peninsula LBPB	7,949	66,350	1,500	4,750		80,549	
Washtenaw County LBPB	9,213	50,358	246,800			306,371	
Wayne County Regional LBPH	29,095	95,391	570,246		3,330	698,062	
Totals	\$222,739	\$713,619	\$1,483,804	\$138,476	\$152,894	\$2,711,532	

FY 2000/2001 Expenditure

Library	Federal Funds	State Funds	Local Funds	In Kind	Other	Total	
Detroit Subregional LBPH	\$5,213	\$57,869	\$101,313	\$32,220	\$	\$196,615	
Grand Traverse Area LBPH	8,200	50,000	26,493		89,693	174,386	
Kent District LBPH	8,073	50,358		67,357		125,788	
Macomb LBPH	40,024	41,012	136,697			217,733	
Mideastern Michigan	7,237	80,239		9,500		96,976	
Muskegon County LBPH	6,482	50,358	35,484			92,324	
Northland LBPH	7,927	68,550	5,016	13,884	59,871	155,248	
Oakland County LVPI	14,359	50,358	308,182			372,899	
Special Tech. Alternative Resources	5,268	50,358	65,200	11,000	45,665	177,491	
Upper Peninsula LBPB	7,949	63,198	1,500	4,775	4,752	82,174	
Washtenaw County LBPB	9,213	50,358	246,865			306,436	
Wayne County Regional LBPH	29,095	95,391	570,246		677	695,409	
Totals	\$149,040	\$708,049	\$1,496,996	\$138,736	\$200,658	\$2,693,479	

Regional and Subregional Libraries for the Blind and Physically Handicapped

FY 2000/2001 Variance

Library	Federal Funds	State Funds	Local Funds	In Kind	Other	Total	
Detroit Subregional LBPH	\$	\$3	\$4,499	\$	\$	\$4,502	
Grand Traverse Area LBPH							
Kent District LBPH				-235		-235	
Macomb LBPH	23,699	5,180				28,879	
Midwestern Michigan							
Muskegon County LBPH							
Northland LBPH	50,000	1,402				51,402	
Oakland County LVPI		-4,167	-17,626			-21,793	
Special Tech. Alternative Resources					-45,665	-45,665	
Upper Peninsula LBPB		3,152		-25	-4,752	-1,625	
Washtenaw County LBPB			-65			-65	
Wayne County Regional LBPH					2,653	2,653	
Totals	\$73,699	\$5,570	\$-13,192	\$-260	\$-47,764	\$18,053	

FY 2001/2002 Budget

Library	Federal Funds	State Funds	Local Funds	In Kind	Other	Total	
Detroit Subregional LBPH	\$2,356	\$46,769	\$109,550	\$32,220	\$	\$190,895	
Grand Traverse Area LBPH	3,600	55,000	26,493		89,693	174,786	
Kent District LBPH	4,250	46,766		67,357		118,373	
Macomb LBPH	10,706	55,537	136,697			202,940	
Midwestern Michigan	3,675	76,648		9,500		89,823	
Muskegon County LBPH	3,153	46,191	35,484			84,828	
Northland LBPH	53,934	46,766	5,016	13,884	69,631	189,231	
Oakland County LVPI	7,180	47,767	329,730			384,677	
Special Tech. Alternative Resources	2,678	46,767	65,220	11,125		125,790	
Upper Peninsula LBPB	3,972	57,363	1,500	5,000		67,835	
Washtenaw County LBPB	4,740	46,767	246,950			298,457	
Wayne County Regional LBPH	17,048	95,391	570,246		3,500	686,185	
Totals	\$117,292	\$667,732	\$1,526,886	\$139,086	\$162,824	\$2,613,820	

Regional and Subregional Libraries for the Blind and Physically Handicapped

Director Salary and Benefit Information

Library			Annual Salary		Health Ins.	Dental Ins.	Life Ins.	Pension	Vision Ins.	Sick Leave	Vacation	Holidays	Deferred Comp.	Disability	Personal Days	Longevity
	Reporting Date	Avg. Hrs. Per. Week	Minimum	Maximum												
Detroit Subregional LBPH	4/2/02	40	\$42,462	\$46,680	x	x	x	x	x	x	x	x	x	x	x	x
Grand Traverse Area LBPH	3/8/02	40	29,774	29,774	x	x	x	x	x	x	x	x		x		
Kent District LBPH	2/8/02	40	75,000	75,000	x	x	x	x	x	x	x	x	x	x	x	
Macomb LBPH	3/8/02	38	37,286	46,607	x	x	x	x	x	x	x	x		x	x	x
Midwestern Michigan	3/8/02	40	63,680	63,680	x	x	x	x	x	x	x	x		x	x	x
Muskegon County LBPH	2/8/02	40	31,158	39,464	x	x	x	x	x	x	x	x	x	x	x	x
Northland LBPH	11/25/01	5	7,714	7,714	x			x		x	x	x			x	
Oakland County LVPI	12/28/01	40	41,360	53,963	x	x	x	x	x		x	x	x	x	x	
Special Tech. Alternative Resources	2/8/02	38	33,389	34,698	x	x	x	x	x	x		x	x	x		
Upper Peninsula LBPB	11/25/01	10	11,250	13,750	x	x	x	x		x	x	x	x		x	
Washtenaw County LBPB	3/8/02	38	54,072	82,922	x	x	x	x	x	x	x	x	x	x	x	
Wayne County Regional LBPH	2/8/02	40	49,971	76,178	x	x	x	x	x	x	x	x	x	x	x	
Totals					12	11	11	12	10	11	11	12	8	10	10	4
% and Averages		34	\$39,760	\$47,536	100%	92%	92%	100%	83%	92%	92%	100%	67%	83%	83%	33%

Regional and Subregional Libraries for the Blind and Physically Handicapped

FY 2001/2002 REGIONAL/SUBREGIONAL LIBRARY ANNUAL REPORT/STATE AID APPLICATION

This report, or a letter of intent to file, must be postmarked on or before February 1, 2002 to be eligible to receive state aid.
If a letter of intent to file is submitted, the original Annual Report must be postmarked on or before March 31, 2002. Refer questions regarding this form to Molly Dwyer at (517) 373-3828 or PAnnualReportTeam@libraryofmichigan.org.

Information should include only the Regional/Subregional Library.

This information is current as of the filing date:

PART I: DIRECTORY INFORMATION

FSCS ID:

Current Name of Regional/Subregional Library: Provide the legal name of the regional/subregional library that is current at the time of filing the annual report.

Name of Host Library:

Previous Name of Regional/Subregional Library:

Street Address: The complete street address of the actual physical location of the regional/subregional library. DO NOT report a post office box or general delivery.

City: The city or town in which the regional/subregional library is located.

Zip+4: Include the five-digit postal zip code and the four-digit postal zip code extension for the street address of the regional/subregional library.

County: The County in which the regional/subregional library is located.

Township: The Township in which the regional/subregional library is located.

Phone Number: Area code and telephone number of the regional/subregional library.

Fax Number: Area code and telephone number for the fax machine used for administrative purposes.

TDD Number: Area code and telephone number to be used with a Telephone Device for the Deaf (TDD).

Name of Regional/Subregional Librarian: The name of the current official director of the regional/subregional library. If the director position is vacant at the time of filing this report, provide the name and title for the acting or interim director and label as such.

Email Address of Regional/Subregional Librarian: The email address to be used to contact the regional/subregional librarian.

Name of Fiscal Agent: The name of the current fiscal agent.

Web Address: If your regional/subregional library has a home page accessible over the Internet, please include the web address. (e.g. <http://www.library.lib.mi.us/library.html>)

Main Library Phone Number: Area code and telephone number of the main library.

Host Library Director's Name: The name of the current official director of the main library. If the director position is vacant at the time of filing this report, provide the name

Regional and Subregional Libraries for the Blind and Physically Handicapped

and title for the acting or interim director and label as such.

Email Address of Host Library Director: The email address to be used to contact the main library director.

PART II: TECHNOLOGY

Is remote access to your library catalog available?

Check the boxes to indicate the adaptive technology services offered by the library.

Complete Parts III – VIII with information from the most recent fiscal year completed prior to October 1, 2001.

PART III: BUDGET AND ACTUAL EXPENDITURES (Use whole numbers only)

Financial information must be precise for income and expenditures during the reporting year and should be reported in whole dollars.

1) Report budget and actual expenditures for the most recent completed fiscal year.

Note: The budget should be taken from the Annual Report submitted in fiscal year 2000/2001. The actual local and in-kind expenditure amounts should be equal to or greater than the local and in-kind expenditures reported on the Annual Report submitted in fiscal year 2000/2001 for the preceding fiscal year.

2) Calculate the variance between the budget and actual expenditures for the most recent completed fiscal year.

3) Explain any variances, if necessary.

4) Report projected budget for current fiscal year. The current fiscal year budget amounts for local funds and in-kind should be equal to or greater than the expenditure amounts for the most recent completed fiscal year.

For the report period:

GUIDELINES:

Section 652. The appropriation in Part 1 to the Library of Michigan, for subregional state aid, shall not be expended unless the local unit of government agrees to not reduce local support below the level of local support expended for subregional library services in the local unit of government's immediately preceding fiscal year. A reduction in local expenditures that equally affects all agencies within a local unit of government shall not be interpreted as a replacement of local financial or in-kind support with state aid funds.

Section 653. The appropriation in Part 1 to the Library of Michigan, for a subregional library, shall not be released until a budget for that subregional library has been approved by the Library of Michigan for expenditures for library services directly serving the blind and persons with disabilities. Subregional state aid shall be used only for providing services to the blind and to persons with disabilities.

PART IV: OPEN HOURS AND SQUARE FOOTAGE SUMMARY

Total Hours Open per Week:

Total Annual Public Service Hours for the Reporting Year: Using scheduled hours as a guide, subtract known closed days or weeks, both scheduled and unscheduled, to derive a realistic annual total hours open figure for your library during the reporting year.

Total Square Footage: Report the total square footage of the subregional facility used for library purposes.

PART V: LIBRARY READERSHIP

Number of Michigan citizens who are registered to receive subregional library service.

PART VI: LIBRARY COLLECTIONS

For each category, report the number of physical units (items) owned at the end of the reporting year. If exact amount is unknown, enter an estimate. Items which are packaged together as a unit, e.g. two compact disks, two films, or two videocassettes, and which are generally checked out as a unit, should be counted as one physical unit.

Braille Materials:

Descriptive Video:

Library of Michigan

Regional and Subregional Libraries for the Blind and Physically Handicapped

Large Print Materials:

Materials in Electronic Format:

Recorded Cassettes:

Recorded Disks:

Total: Total units at year end in subregional library collections.

PART VII: LIBRARY SERVICES

If exact amount is unknown, enter an estimate. If an actual count of the data element is unavailable, determine as annual estimate by an actual count during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy or unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open). This technique can be used to estimate library visits and circulation transactions.

Library Visits: The total number of persons entering the library for whatever purpose during the year.

Program Attendance:

The number of programs offered during most recent completed fiscal year.
Estimated total attendance.

Total Circulation: The total annual circulation of all subregional library materials of all types, including renewals. Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed that are then circulated to users. Do not include items checked out to another library.

PART VIII: CERTIFICATION OF REGIONAL/SUBREGIONAL LIBRARY PERSONNEL

This section verifies that appropriate numbers and levels of LBPH staff worked at the library during the reporting year to meet the minimum standards for subregional state aid. Only staff that are **CERTIFIED** by the Library of Michigan and worked during the **REPORTING YEAR** need to be listed on this page. If a new **CERTIFIED** staff member was hired during the reporting year please provide a hire date. If a certified staff member (including the director) left during the reporting year please provide a departure date. For example, if the directorship changed during the reporting year, list the previous director with his or her departure date and the current director immediately below with his or her date of hire.

Level	Certificate	Eligibility Qualifications
I	Librarian's Permanent Professional Certificate	MLS with 4 or more years' professional experience
II	Librarian's Professional Certificate	ALA accredited Master of Library Science degree
III	Special Professional Certificate	Master's degree in any subject
IV	Limited Professional: Class A	Bachelor of Library Science or Library School enrollment
V	Limited Professional: Class B	Bachelor's degree in any subject
VI	Library Technician's Certificate	Accredited Associate of Library Technology degree
VII	Certificate of Library Experience	Beginning Workshop; must renew every 3 years

PART IX: SALARY AND BENEFIT INFORMATION

Using the library's current pay scale, indicate the average hours worked per week, and the minimum and maximum salary range for one year for the director of the regional/subregional library.

Director Benefit Information: Check the box to indicate each of the following benefits if your library pays any portion or all of that benefit for your Director/Head Librarian only. If a selection does not apply, leave it blank.

PART X: CERTIFICATION OF INFORMATION

The person signing the form must be an authorized official of the regional/subregional library who can be held accountable for the information on the form. The regional/

Regional and Subregional Libraries for the Blind and Physically Handicapped

subregional library's fiscal agent as well as the mail library director must sign in order for the application to be processed. In the event of a State Aid audit, the authorized official will be contacted. **Signatures are required to be eligible for State Aid. Signatures must be original signature – signature stamps will not be accepted.**